CHAPTER 3

WAGE & CONTRIBUTION REPORTING

www.npers.ne.gov

WAGE & CONTRIBUTION REPORTING METHODS

Wage & Contribution Reporting at NPERS has been designed to allow you to remit all Membership/Contribution data and money according to your pay period. The Wage & Contribution Report may be submitted one of three ways:

- Internet (web site is unavailable 9:00 p.m. – 1:00 a.m. for Batch Processing)
- Diskette
- Paper

DUE DATES

The Wage & Contribution Report and payment must be submitted to NPERS **no later than 10 calendar days** after the payroll period end date. If the 10th day falls on a weekend or holiday, it should be received the following workday.

NPERS will send a billing notice to employers if a late penalty or late interest is assessed. The amount should be paid with your next report. These amounts should be noted on the Recap Report, or on the Internet "Report Creation Form."

Neb. Rev. Stat. § 79-960 of the School Retirement law provides that the Public Employees Retirement Board (PERB) may charge the employer an administrative fee not to exceed **$25.00** if the information and money are delinquent or are not timely received by the PERB. In addition, the PERB may charge the employer a **late fee** of thirty-eight thousandths of one percent of the amount required for each day such amount has not been received. The late fee may be used to make a member's account whole for any costs that may have been incurred by the member due to the late receipt of contributions. The PERB shall charge the employer an amount equal to the interest which would have accrued if the delinquent report causes the employee to lose interest on his/her account. The proceeds of the interest charged shall be used to reimburse the account of each school employee deprived of interest by the delay.

EMPLOYER REPORTING INFORMATION

For each eligible member, you must provide the following information:

1.   **SOCIAL SECURITY NUMBER**

2.   **SALARY** - Gross salary or compensation for which retirement is withheld for the pay period reported and as defined in Neb. Rev. Stat. §79-902(35):

(a)   **Compensation** means gross wages or salaries payable to the member for personal services performed during the plan year. Compensation **does not include** amounts which the retirement board determines were fraudulently obtained, compensation for unused sick leave or unused vacation leave converted to cash payments, insurance premiums converted into cash payments, reimbursement for expenses incurred, fringe benefits, or bonuses for services not actually rendered, including, but not limited to, early retirement inducements, cash awards, and severance pay, except for retroactive salary payments paid pursuant to court order, arbitration, or litigation and grievance settlements. Compensation **includes** overtime pay, member retirement contributions, and amounts contributed by the member to plans under §125, 403(b), and 457 of the Internal Revenue Code as defined in § 49-801.01 or any other section of the code which defers or excludes such amounts from income.

(b)   Compensation in excess of the limitations set forth in § 401(a)(17) of the Internal Revenue Code as defined in Neb. Rev. Stat. § 49-801.01 shall be disregarded. For an employee who was a member of the retirement system before the first plan year beginning after December 31, 1995, the limitation on compensation shall not be less than the amount which was allowed to be taken into account under the retirement system as in effect on July 1, 1993.

(c)(i) In the determination of compensation for members on or after July 1, 2002, that part of a member's compensation for the fiscal year which exceeds the member's compensation with the same employer for the preceding fiscal year by **more than 10%** shall be *excluded* unless

    (A)   the member experienced a substantial change in employment position or

    (B)   the excess compensation occurred as the result of a collective-bargaining agreement between the employer and a recognized collective-bargaining unit or category of school employee.

(ii)   For purposes of this subdivision,

    (A)   category of school employee means either all certificated employees of the employer or all noncertificated employees of the employer or both and

    (B)   recognized collective-bargaining unit means a group of employees similarly situated with a similar community of interest appropriate for bargaining recognized as such by a school board;

Salary Subject to Retirement Withholding
- Compensation paid for services rendered, which are earnings, wages and overtime.
- Used vacation and used sick leave pay.
- Retirement Plan deductions, §125 Plan deductions, amounts contributed to IRS Code §403(b) and 457 Plans, or amounts that reduce the employee's taxable pay.

Salary Not Subject to Retirement Withholding
- Periodic or lump-sum unused vacation or sick leave payments.
- Severance pay.
- Retirement incentive pay or retirement bonuses.
- Payments an employee may receive from Worker's Compensation.
- Employer paid fringe benefits.*
- Jury duty pay.
- Disability paid by insurance company.

* A "fringe benefit converted to cash" means a benefit that a school gives its **employees without passing through payroll** (for example, a direct subsidy paid by the school district to an insurance company that never passes through the employee's paycheck, or the use of an automobile paid for by the school district for an employee), and that an individual employee has *individually* arranged to have paid as cash in lieu of the regular fringe benefit. If, on the other hand, a school district gives **all employees** an amount through payroll which individual employees may choose to pocket or to purchase insurance, then the amount running through payroll is **not** a "fringe benefit converted to cash," and should always be reported as compensation – whether or not the employee actually uses it to purchase insurance.

If the school district discontinues providing a health insurance premium on behalf of all its employees, and concurrently increases all their salaries by cash, which they may use as they see fit (including to purchase health insurance), then the increased contributions would count, as we interpret it, as "wages ... payable to the member for personal service performed" and thus would count as "compensation" for purposes of the School Employees Retirement Act.

Substitute Employment

If a regular employee is also performing substitute duties (e.g. part time music teacher asked to substitute teach), contributions must be made to the Plan for all service, both regular and substitute.

3.   **EMPLOYEE CONTRIBUTION** - Employees' retirement contributions for the pay period being reported using the current percentage rate for contributions. Do not include any prior or future pay periods in this amount. Corrections or adjustments to previous pay periods must be listed on an Adjustment Report. Future pay period contributions and hours should be reported within the applicable month on the Wage & Contribution Report.

Contributions for employees eligible to participate in the School Retirement Plan should commence immediately upon employment. Deductions should begin with the first paycheck.

Contribution Rates

The Employee contribution rate is set by current law at **7.25%** of gross compensation.

The Employer contribution rate is set by current law at **101%** of the employee contribution.

EMPLOYEE AND EMPLOYER CONTRIBUTIONS RATES

From	Through	Employee Rate	Employer Rate
07/01/1945	09/30/1967	5.00%	
(maximum contribution of $120.00, could elect $180)			None
10/01/1967	06/30/1976	3.50%	20%
(effective 07/01/1968)			
07/01/1976	06/30/1977	3.50%	45%
07/01/1977	06/30/1979	3.50%	55%
07/01/1979	06/30/1980	3.50%	58%
07/01/1980	06/30/1981	3.50%	41%
07/01/1981	06/30/1982	3.50%	45%
07/01/1982	06/30/1983	3.50%	53%
07/01/1983	09/30/1984	3.50%	100%
10/01/1984	06/30/1985	4.80%	100%
07/01/1985	06/30/1986	4.80%	108%
07/01/1986	06/30/1988	5.40%	101%
07/01/1988	06/30/1989	5.90%	101%
07/01/1989	06/30/1990	6.18%	101%
07/01/1990	06/30/1993	6.52%	101%
07/01/1993	06/30/1994	7.73%	101%
07/01/1994	06/30/1995	7.26%	101%
07/01/1995	06/30/1996	7.31%	101%
07/01/1996		7.25%	101%

Payroll Withholding

Since January 1, 1986, employee contributions to retirement are to be tax sheltered. These contributions are **not** subject to federal or state income tax (FIT or SIT) until the retirement account is withdrawn or the member begins taking a monthly benefit. This does not affect Social Security withholding. Section 125 Plans also allow employees to shelter gross pay used for payment of health or dependent care expenses from taxation, but those amounts **do** affect calculation of Social Security. Following are examples of various payroll calculations:

USING § 125 PLAN FOR INSURANCE PREMIUMS

		Without § 125 Plan	With § 125 Plan
Retirement Calculation:	Retirement Compensation*	$2,000.00	$2,000.00
	Contribution Rate	x 7.25 %	x 7.25 %
	Retirement Deduction	**$ 145.00**	**$ 145.00**
Social Security Calculation:	Gross Pay	$2,000.00	$2,000.00
	Health and Dental Premiums	0.00	-100.00
	Flex Plan Contributions	0.00	-15.00
	Social Security Base	$2,000.00	$1,885.00
	Social Security Rate	x 7.65 %	x 7.65 %
	Social Security Deduction	**$ 153.00**	**$ 144.20**
Tax Withholding Calculation:	Gross Pay	$2,000.00	$2,000.00
	Retirement Deduction	- 145.00	- 145.00
	Health and Dental Premiums	0.00	- 100.00
	Flex Plan Contributions	0.00	-15.00
	FIT and SIT Base	**$1,855.00**	**$1,740.00**
	Esitmated Withholding Percentage	x 20 %	x 20 %
	FIT and SIT Withholding	**$ 371.00**	**$ 348.00**
Net Pay:	Gross Pay	$2,000.00	$2,000.00
	Retirement Deduction	-145.00	-145.00
	Health and Dental Premiums	-100.00	-100.00
	Flex Plan Contributions	**	-15.00
	Social Security Deduction	-153.00	-144.20
	FIT and SIT withholding	-371.00	-348.00
	Net Pay	**$1,231.00**	**$1,247.80**

*   See information on Salary or Compensation definition for retirement plan purposes as this may not always be the same as Gross Pay.

**   This health expense must be paid out of net pay since no § 125 Plan.

EMPLOYER REPORTING INFORMATION (Continued)

Continued from page 3-4, for each employee you must also provide the following information:

4. **HOURS WORKED** – Actual number of hours worked during the pay period being reported. You may be contacted if hours reported are zero or are excessive per pay period.

5. **PREFIX** – Mr., Mrs., Dr., etc.

6. **LAST NAME** – Employee's Last Name

7. **FIRST NAME** – Employee's First Name

8. **MI** – Employee's Middle Initial

9. **ADDRESS LINE 1** – First line of member's address

10. **ADDRESS LINE 2** – Second line of member's address

11. **ADDRESS LINE 3** – Third line of member's address

12. **CITY, STATE, ZIP + 4** – Employee's City, State, Zip, Zip + 4

13. **DATE OF ADDRESS CHANGE** – Date on which the reported address was effective. If unknown, leave blank and provide for any future address change. *Must be a date from the current reporting period to effect the change.*

14. **DATE OF BIRTH** – Employee's Date of Birth.

15. **DATE OF HIRE** – Date member commenced work with your school. If unknown, leave blank and provide for any new employee.

16. **CITIZENSHIP** – Identify if the member is a United States citizen.

17. **GENDER** – Member's gender.

18. **POSITION** – Indicate if member is a classified or non-classified employee. You may use 'Certified' or 'Non-Certified' to determine. A Certified teacher/employee would be 'non-classified,' and a Non-Certified teacher/employee would be 'classified.'

19. **TERM DATE** – Date on which the member's employee-employer relationship dissolved. This date is determined by the school.

20. **INSTALLMENT AMOUNT** – Member payroll deductions (authorized by agreement) that are remitted toward a Purchase of Service

21. **EMPLOYER MAKE-UP CONTRIBUTION** – Employer's share of make-up contributions

22. **EMPLOYEE MAKE-UP CONTRIBUTION** – Employee's share of make-up contributions

23. **MAKE-UP LATE INTEREST** – Employer paid interest on make-up contributions.

INSTRUCTIONS FOR THE WAGE & CONTRIBUTION REPORT

The Wage & Contribution Report must list only amounts for the current pay period. Adjustments or additions to previous pay periods must be listed on an Adjustment Report. For further instructions on completion of the Adjustment Report, see page 3-62 for an Internet adjustment and page 3-66 for Diskette or Paper.

THE FOLLOWING PAGES PROVIDE INSTRUCTIONS FOR EACH OF THE METHODS OF SUBMITTING YOUR WAGE & CONTRIBUTION REPORT.

1. Internet Report – See page 3-9
2. Diskette Report – See page 3-50
3. Paper Report – See page 3-53

Please refer to the following instructions for the method you use.

INTERNET REPORT

You may submit your Wage & Contribution data by logging on to the NPERS' web site and entering your information online. The information can be added in the following ways:

- File Transfer Upload
- Manually populate an empty report
- Copy member records from the most current posted report

LOGGING ON TO YOUR WEB ACCOUNT

Employer Reporting
Home Page Graphic

(see web site)

Read the Instructions below carefully:

Instructions - Employer Reporting

This page describes the steps in Employer Reporting through this web site. Please read carefully.
- Employer reporting process follows a system of creating, populating, editing,   confirming and posting reports.
- A report can move through the process of editing and confirming many times before posting.
- Editing will continue until all errors are corrected, and the report is confirmed.

1. CREATING a new report
You will create a header with necessary information.
- The header will include payroll report dates.
- Special payment amounts, when necessary and your payment method will also be entered.

2. POPULATING your report
Once the report is created you may populate it with member data in ONE of three ways.
- A - **UPLOAD -** Moving a file containing your member data from your system to the NPERS system.
  - This file must meet the format specifications provided by NPERS. For information on those specifications please refer to the Employer Reporting Manual or contactNPERS.
  - The data will not be available for you to edit until the following morning.
- B - **COPY MEMBER RECORDS -** Member records are copied from your most recently posted report to your new report.you may add new members and edit current member records.
  - No terminated members or adjustment records will be copied forward.
- C - **MANUALLY POPULATE AN EMPTY REPORT -**
  - Member records are entered manually through the EDIT RECORD Page.

3. EDITING your report
Once your report has been populated you can update or correct member records OR create new member records.
- A - **UPDATE OR CORRECT MEMBER RECORDS -** Basic checks and validations are completed on your member data.
  - You may not edit a member record after it has been posted. Any changes to a posted record requires an adjustment record.
- B - **ADD A NEW MEMBER RECORD -** You can add a new member record by manually entering the data.
- C - **DELETE AN EXISTING MEMBER RECORD -** You can delete a member record if it has not posted.

4. CONFIRMING your report
If member records for a report are error free you may confirm the report.
- Confirming your report totals will pass the report to NPERS for posting.
- The report will not post until it is confirmed.

5. POSTING the report
A report will post only when NPERS has accepted it and funds have been received.
- If any of the member records are questionable, the report may be returned by NPERS for further editing and confirming.
- If funds are not received in a timely manner, your report will be suspended.

→ Next

CREATING A NEW REPORT

To create a report header, click on **Create a New Report** link on the Employer Reporting page.

<div style="border:1px solid black; text-align:center; padding:2em;">

Employer Reporting
Graphic

(see web site)

</div>

To create a proper file header, the file header must fall within the following rules:

- The specified Start Date must be less than the End Date.
- The specified End Date must be less or equal to the current date.
- The specified Start and End Date must represent a valid reporting period (with tolerance levels defined below) for the employer. An employer with a reporting frequency of 'weekly' must not have a start and end date that represents more than 7 days, 'bi-weekly' must not represent more than 14 days, 'semi-monthly' must be between 13 and 16 days and 'monthly' must be between 28 and 31 days.
- If the pay period start and end dates are not in sync with the reporting cycle, with a 6 day tolerance (3 days before and 3 days after the logical pay period end date), PIONEER will display a confirmation dialog box asking whether to go ahead with the addition or not. If you click 'yes,' the report will be added. If the reported pay period date is within tolerance levels, the report is added without a confirmation dialog box.
- PIONEER will block the creation of an employer report with any specified date range which is not valid by these rules.
- Creation of Regular reports with overlapping date ranges of an existing successfully loaded Regular report is not allowed.
- Creation of Adjustment Wage & Contribution Reports exclusively by itself is not allowed. Any adjustments to previous pay periods must be added to the regular report through the Edit Employer Report process.

```
+-----------------------------------+
|                                   |
|        Employer Reporting         |
|        New Report Graphic         |
|                                   |
|          (see web site)           |
|                                   |
|                                   |
+-----------------------------------+
```

To create a new report, enter the **Reporting Period Start and End Dates** based on the reporting pay period for the employer. Enter your total Employer Contributions. Enter other amounts that may be paid with this report, such as **Penalty, Late Interest and Overage/Underage amounts from prior periods**. Also select the payment type from the drop down list.

For Instructions on the methods of populating the report:

A confirmation page is displayed and an e-mail is sent to the payroll coordinator confirming that a new report has been created.

FILE TRANSFER UPLOAD

If you choose to submit your Wage & Contribution Report using the file transfer method, the file you upload must be in the format prescribed by NPERS. Loading the data from this file is an overnight process so you will not be able to edit your report until the following morning.

Employer Reporting
Upload File Graphic

(see web site)

You will see that the pay period start and end dates you entered on the previous screen have populated this screen.

You will now need to identify the file you would like to upload. For the upload to be successful, the file must follow the correct naming standard. The standard is as follows:

Employer Number.mmddyy
(mmddyy = the pay period end date of the reporting period)

Enter the **name of the file** or click *Browse* to locate the file. (See illustration below.)

Employer Reporting
Upload File Graphic

(see web site)

After you have clicked on the **Browse** button, the Choose File Box will appear. This is where you choose the file you want to upload into PIONEER. Once you have found your file, double click on the file and it will appear in the field ready to be uploaded.

Once you have identified the file to upload, click on **Begin Upload** button to initiate the upload process.

** Having trouble with your file name?
See page 3-20

Upon completion of the upload, you should review the details of the file to make sure the file upload completed properly. You should review the name of the file, the size of the file and the upload start and end date and time.

Employer Reporting
Confirm Upload Graphic

(see web site)

Click the **I Agree** button if the file that has been uploaded can be loaded into the system; OR

Click the **I Disagree** button if you do not want to load the file in to the system.

If you click the **I Disagree** button, click the **OK** button on the confirmation box that is displayed to cancel the upload of the file. You will be redirected to the Upload File page.

Employer Reporting
Confirm Upload Graphic

(see web site)

If **I Agree** is clicked, a confirmation page and confirmation e-mail will be sent to the designated contact confirming the creation of your report.

Employer Reporting
Upload Report Graphic

(see web site)

You must now wait until the next day to view or edit the member records.

Please see EDIT Reports on page 3-29.

How to Hide File Extensions and Rename your file to successfully upload your report

(For Windows 2000 and Windows 98)

1. Right click on the **Start** button at the bottom left side of computer screen
2. Go to **Explore**
3. Find your file with the retirement report
4. Click on **Tools** for Windows 2000 and click on **View** for Windows 98 (top of your computer screen)
5. Click on **Folder Options**
6. Click the tab **View**
7. Find **Hide file extensions for known file types**
8. Make sure the box next to it is unchecked
9. Click **Apply** if needed and then **Okay** to exit
10. Right Click on the **File**
11. Choose **Rename** – This will highlight the file name so it can be changed
12. Change the file name to cnty-district.end of month you are reporting (example: 05-95.03312003 for the March report).
13. Hit **Enter**

This file is now ready to be uploaded through the Internet.

** Once completed, you will not have to repeat steps 1-9 again.

*** The only steps you may need to follow for future reports are steps 10-13.

```
From:      ne1pd
Sent:      Friday, April 04, 2003 3:11 PM
TO:        Faris, Nicole
Subject: New Employer Report Created
```

This e-mail is to confirm that you have created a new Employer Report in our system.

Date range of report : 01/01/2003 to 01/31/2003

Employer No.   : 06-118

The data you uploaded for this report will be loaded into our system tonight in a nightly computer batch run.

To review this information, please visit the web site at:
www.npers.ne.gov

Thank you,

Nebraska Public Employees Retirement System

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail.

This is a copy of the e-mail that will be sent to the designated contact for Creating a File Transfer Upload.

MANUALLY POPULATE AN EMPTY REPORT

To populate your report using the **MANUALLY POPULATE AN EMPTY REPORT** method, please follow these directions:

```
Employer Reporting
Creating New Report Graphic

(see web site)
```

Once you have created your Report Header, you are ready to populate your report through the Edit process. Please see EDIT reports on page 3-29.

Employer Reporting
Empty Report Graphic

(see web site)

```
From:     ne1pd
Sent:     Friday, April 04, 2003 2:57 PM
To:       Faris, Nicole
Subject:  New Employer Report Created
```

This e-mail is to confirm that you have created a new Employer
Report in our system.

Date range of report : 02/01/2003 to 02/28/2003

Employer No.   : 06-118

Please manually enter any records you wish to add to this report
via the Edit process on our website.

To review this change please visit the web site at:
www.npers.ne.gov

Thank you,

Nebraska Public Employees Retirement System

This email and any files transmitted with it are confidential
and intended solely for the use of the individual or entity to
whom they are addressed. If you have received this email in
error please notify the system manager. This message contains
confidential information and is intended only for the individual
named. If you are not the named addressee you should not
disseminate, distribute or copy this e-mail.

**This is the e-mail sent when you create a report by Manually
Populating an Empty Report.**

COPY MEMBER RECORDS FORWARD

After choosing the "Copy member records from the most current posted report" method, the file will automatically load from the previous pay period.

Employer Reporting
Creating New Report Graphic

(see web site)

```
┌─────────────────────────────────────┐
│                                     │
│         Employer Reporting          │
│   Report Copy Completed Graphic     │
│                                     │
│           (see web site)            │
│                                     │
│                                     │
└─────────────────────────────────────┘
```

Once you have created your Report Header, you are ready to EDIT your report. Please see EDIT reports on page 3-29.

** Please note, if more than 30 records are copied forward, you may NOT confirm your report until the next day.

```
From:      ne1pd
Sent:      Friday, April 04, 2003 2:58 PM
TO:        Faris, Nicole
Subject:   New Employer Report Created


This e-mail is to confirm that you have created a new Employer
Report in our system.

Date range of report : 03/01/2003 to 03/31/2003

Employer No.          : 06-118

The records you copied into this report are available for
editing now.

To review this information, please visit the web site at:
www.npers.ne.gov

Thank you,

Nebraska Public Employees Retirement System


This email and any files transmitted with it are confidential
and intended solely for the use of the individual or entity to
whom they are addressed. If you have received this email in
error please notify the system manager. This message contains
confidential information and is intended only for the individual
named. If you are not the named addressee you should not
disseminate, distribute or copy this e-mail.
```

This is the e-mail sent for Create a Report by Copy Member Records Forward.

INTERNET REPORTING PROCESSES

The Employer Reporting page allows you to review a list of your latest reports. This page shows the reports which have been added, accepted or those that have been suspended due to errors in member records. Depending on the status of the report, you can do one or more of the following:

EDIT – If the report is not posted or confirmed, you may add, delete or update member records.

UPDATE HEADER – If the report is in added or suspended status, you can update the header information, i.e. Employer Contribution, Penalty, Late Interest, Overage/Underage amount and Payment Method.

DELETE – If the report is not posted, you may delete it. Be aware that this will permanently remove the whole report along with all its member records.

CONFIRM/UNCONFIRM – If the report has no suspended records, you may confirm the report. This will send the report to NPERS, which will allow the report to post. The report will not post unless you confirm the report. If you wish to remove your confirmation, you may do so. This will free the report for editing.

VIEW TOTALS – You may view a summary of the totals for any report listed.

VIEW DETAILS – You may view a listing of all member records for any report listed.

Following are detailed instructions on the above described processes.

- **Flagged Records** – These records will be reviewed by NPERS. You will be contacted if there is a question concerning the reported information. If you encounter a flagged record while editing your report, you can make the correction or override the validation by clicking on **Work on ER Reports**. (Example of flagged record: The number of hours reported were entered as zero or in excess of amount considered reasonable.)

- **Suspended Records** – These records MUST BE CORRECTED before you will be allowed to confirm your report. (Example of suspended record: The contribution amount does not match percentage rate of salary defined by statute.)

EDIT REPORTS

Member records can be edited to correct errors by validations. Member records can also be added or deleted via Edit Employer Reporting.

To begin editing a report:

1. Select the report you wish to edit from the list of available reports (reports listed under Regular Reports) by clicking **Edit**. Reports in confirmed or posted status cannot be edited.

<div style="border:1px solid black; text-align:center; padding:40px;">

Employer Reporting
Home Page Graphic

(see web site)

</div>

2. A list of edit options will be displayed. Use the available option to add, modify, or delete member records.

Employer Reporting
Edit Member Records Graphic

(see web site)

Option 2: Click on the **Select** link for the suspended member record to make the appropriate correction(s). See page 3-33.

Option 3: Enter the SSN of the member you wish to add, edit or delete. Then click on the **Edit Record** button.

Option 4: To edit member records without entering an SSN, click the **View** button. See page 3-32.

When the member record already exists in the Employer Report, the Multiple Member Records page will be displayed.

Employer Reporting
Multiple Member Records Graphic

(see web site)

To edit the existing record, click the **Select** link. To add a new record for the same member, click the **Add New Record** button.

Click on the **Select** link for the member record that is to be edited.

Employer Reporting
View and Edit Member Records Graphic

(see web site)

```
Employer Reporting
Edit Member Record Graphic

(see web site)
```

After the **Save/Delete** button is clicked you will be taken back to the **Edit Member Records** page. See Page 3-30.

Once you have clicked the **Save** button, Basic Edits and Validations will automatically run against the information you input.   If the information does not pass the Basic Edits and Validations, you will receive an Error Message for the member record telling you exactly what information must be corrected.

You will then make corrections to the information and click **Save** to update the changes you made to the record.

If the information you entered is correct, even though it does not pass the Basic Edits and Validations, you can override this validation by clicking on **Work on ER Reports** link on the left column of the page under Employer Home to continue editing the information.

An example of a case where the information you entered is correct but does not pass the Basic Edits or Validations would be if you entered 325 hours for a member. The Basic Edits say to flag a record when more than 300 hours are entered. If 325 hours are correct, you would click on the **Work on ER Reports** link and continue editing your report.

The **Employer Reporting** page opens.

Employer Reporting
Home Page Graphic

(see web site)
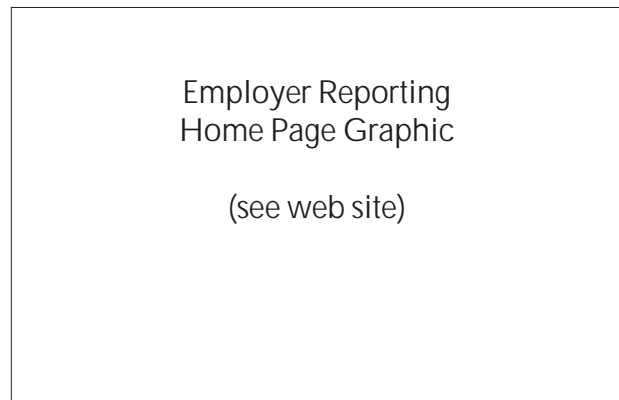
To return to editing, click the **Edit** link of desired report. An e-mail will be sent to the payroll coordinator.

```
From:      ne1pd
Sent:      Tuesday, April 08, 2003 2:36 PM
To:        Faris, Nicole
Subject:   Employer Report Modified
```

This e-mail is to confirm that an Employer Report has been
modified in our system.

Date range of report : 02/01/2003 - 02/28/2003

Employer No.   : 06-118

A validation batch job will run tonight to re-evaluate this
report.

To review the changes, please visit the web site at:
www.npers.ne.gov

Thank you,

Nebraska Public Employees Retirement System

This email and any files transmitted with it are confidential
and intended solely for the use of the individual or entity to
whom they are addressed. If you have received this email in
error please notify the system manager. This message contains
confidential information and is intended only for the individual
named. If you are not the named addressee you should not
disseminate, distribute or copy this e-mail.

**This is the e-mail that will be sent when an employer report is
edited.**

UPDATE HEADER

Report Header values like **Penalty, Late Interest, Overage Underage and Payment Type** can be updated in the **Update Report Header** page provided the report is in added or suspended status.

```
Employer Reporting
Home Page Graphic

(see web site)
```

1. To edit header record details of a report in added or suspended status, select the report from the list of reports on the Employer Reporting page and click **Update**. The Report Header page is displayed.

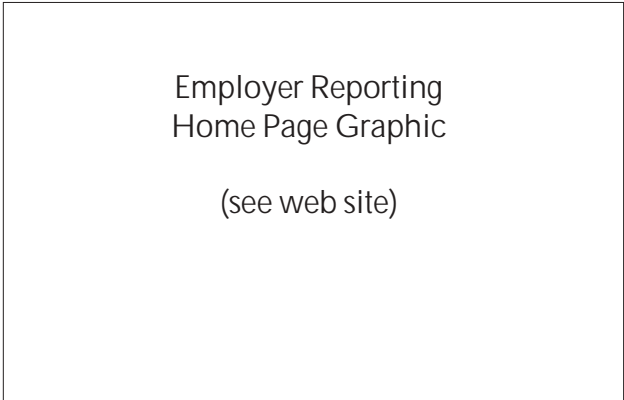2.   Enter the relevant values and click **Save**.

```
Employer Reporting
Update Report Header Graphic

(see web site)
```

You are now ready to **edit** or **confirm/unconfirm** your report.

DELETE EMPLOYER REPORTS

If an Employer Report has not been accepted or posted, it can be deleted from PIONEER.

NOTE: Deleting an Employer Report will permanently delete the report and all member records associated with it. Please be absolutely sure you wish to delete a report.
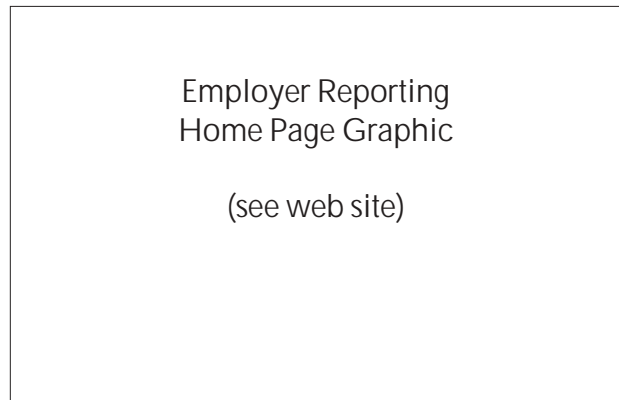
Employer Reporting
Home Page Graphic

(see web site)

1. To delete a report that has not been accepted or posted, select the report from the list of reports on the Employer Reporting page and click **Delete**.

2. A confirmation box will appear. If you wish to continue with the delete process, click the **OK** button. If you do not wish to delete the report, click the **Cancel** button.

Employer Reporting
Home Page Graphic

(see web site)

3. A confirmation page is displayed to indicate the Employer Report has been deleted. An e-mail is also sent to the payroll coordinator to confirm that a report has been deleted.

Employer Reporting
Report Deleted Graphic

(see web site)

```
From:     ne1pd
Sent:     Friday, April 04, 2003 3:05 PM
To:       Faris, Nicole
Subject:  Employer Report Deleted



This e-mail is to confirm that an Employer Report has been
deleted in our system.

Date range of report : 01/01/2003 to 01/31/2003

Employer No.          : 06-118

To review this change, please visit the web site at:
www.npers.ne.gov

Thank you,

Nebraska Public Employees Retirement System


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```

This is a copy of the e-mail that is sent when you have deleted a report.

CONFIRM/UNCONFIRM EMPLOYER REPORTS

Your Employer Report must be confirmed before it can be accepted for posting. The link to confirm a report is enabled only if there are no suspended records present in the report.

Employer Reporting
Home Page Graphic

(see web site)

1. From the Employer Report page select the report you wish to confirm. Click on the **Confirm** link. The **Confirm Report Totals** page will be displayed.

```
┌─────────────────────────────────────────┐
│                                         │
│           Employer Reporting            │
│       Confirm Report Totals Graphic     │
│                                         │
│             (see web site)              │
│                                         │
│                                         │
│                                         │
└─────────────────────────────────────────┘
```

2. Review the summary totals and click **CONFIRM This Report** if the amounts are correct.

NOTE: If a report has been confirmed in error, it can be unconfirmed, prior to posting, by following the same process as described above.

```
Employer Reporting
Home Page Graphic

(see web site)
```

The link on the Employer Reporting page changes to **UNCONFIRM** for a report that has already been confirmed

```
Employer Reporting
Misc. Payments Graphic

(see web site)
```

The button changes to **UNCONFIRM This Report.**

Employer Reporting
Report Confirmed Graphic

(see web site)

```
From:       ne1pd
Sent:       Monday, April 14, 2003 10:55 AM
To:         Faris, Nicole
Subject:    Employer Report Confirmed

This e-mail is to confirm that an Employer Report has been confirmed.

Date range of report : 02/01/2003 to 02/28/2003

Employer No.          : 06-118

To review this information, please visit the web site at: www.npers.ne.gov

Thank you,

Nebraska Public Employees Retirement System

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addressee you should not disseminate, distribute or copy this e-mail.
```

This is the e-mail that is sent after you have confirmed your report.

━━

```
From:       ne1pd
Sent:       Monday, April 14, 2003 10:56 AM
To:         Faris, Nicole
Subject:    Employer Report Unconfirmed

This e-mail is to confirm that an Employer Report has been unconfirmed.

Date range of report : 02/01/2003 to 02/28/2003

Employer No.          : 06-118

To review this information, please visit the web site at: www.npers.ne.gov

Thank you,

Nebraska Public Employees Retirement System

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addressee you should not disseminate, distribute or copy this e-mail.
```

This is the e-mail that is sent after you have Unconfirmed your report.

VIEW REPORT TOTALS

In addition to confirming a report, the summary totals for a report can also be viewed. The information displayed on the View Report Totals is the same as that of Confirm. Confirm/ Unconfirm actions are not available on this page.

Employer Reporting
Home Page Graphic

(see web site)

From the Employer Report page select the report you wish to view. Click on **View** under View Totals. The View Report Totals Page will be displayed.

Employer Reporting
View Report Totals Graphic

(see web site)

VIEW REPORT DETAILS

The entire Employer Report data is visible in a printer-friendly format. This is available from the Employer Reporting page.

You may choose to print a copy of the report details after a report has successfully posted.

Employer Reporting
Home Page Graphic

(see web site)

From the Employer Report page select the report details you wish to view. Click on **View** under View Details. The report details for the pay period you selected will be displayed.

Employer Reporting
Report Details Graphic

(see web site)

POSTING YOUR WAGE & CONTRIBUTION REPORT

Your Employer Report will post only when NPERS has accepted it and funds have been received. **The posting of your report is done by NPERS personnel.**

If any of the member records are questionable, the report may be returned by NPERS for further editing and confirming.

If funds are not received by NPERS in a timely manner, your report will be suspended.